For Office Use:

CRN: ____



INDEPENDENT COURSE OF STUDY (TOPICS) CONTRACT

Independent Study Policy

Academic departments may offer a student the option to learn via independent study. An independent study covers a topic of interest to the student and may involve research, and/or extensive work outside of a classroom. Academic departments that offer independent study options are identified as Independent Topics or Study. This option is not available for a current course that is identified as Independent Study/Topics. Students with time conflicts between courses will complete a Time Conflict contract.

An independent study must be agreeable to the faculty member, the student, and the department chair/director. Completed forms will be returned to the Office of the Registrar.

Part A & B: To be completed by the student.				
Name	Student ID #	Sem./Year Graduation	Cum GPA	
Hours Earned/Completed:				
Major 1		Major 2		
Phone:		E-mail:		
Course Prefix Number	Title (max 30 character limit, includes spaces)			
Instructor:	Number of Credit Hours			
Part B: Provide Rationale.				

Using the guidelines at the top, provide the reason for requesting an Independent Course of Study (Topic).

Part C: Instructor- Attached a syllabus, or complete Part C: I-IV.

I. **<u>Objectives</u>** (the specific course material and areas to be covered):

 II. <u>Procedures</u> (statement of how the objectives will be attained: Books to be read, papers to be written, experiments to be completed, <u>number and dates of meetings</u> with the instructor, etc.): III. <u>Evaluation</u> (the specific means and criteria for grade assessment: Written and/or oral tests, term papers, reports, etc.):

IV. Additional information:

Part D: Instructor- Semester or term					
Check One Term Date:					
Fall Full-term					
Fall Part-of-term I					
		Summer Part-of-term II			
Dates outside of the approved	academic calendar may be s	ubmitted for consideration of approval.			
Part E: Signatures and Approvals.					
Student	Date				
Instructor	Date				
\Box This box is required for all Su	mmer Session contracts.				
** Faculty must submit an electronic copy of course syllabus to the Provost's Administrative Assistant. **					
Complete next section with the Department Chair/Director					
complete next se	ction with the Department				
Chair/Director	Dat	e			
	540	C			
Complete this section of	only when faculty checked b	ox above			
VPAA/Provost	Dat	e			